

CHAPTER 1 - GENERAL

A. GENERAL CONCEPTS

1. The Defense Reutilization and Marketing Automated Information System (DAISY) is an automated property accounting management data system designed to process property through the necessary disposal steps and account for excess and surplus personal property from receipt to final disposition.
2. Guidance for property accounting procedures in this system are provided in this instruction. See the functional manuals/instructions for screens for data input, e.g., DRMS-I 4160.14, Volume II, for receipt screens.
3. Standard receipt guidance for DRMOs has been reduced to a single cycle. Process property that requires special processing or special handling based on the guidance in chapter 2, this instruction.
4. This instruction is not applicable to the following (unless considered to be in the best interest of the U.S. Government, see DoD 4160.21-M, Chapter I):
 - a. Contractor Inventory - Government owned property that is excess to the requirements of a contract and is still in the hands of the contractor. This property may consist of Government furnished equipment and material. It may also consist of contract or furnished/procured items that revert to Government ownership.
 - b. Army Corps of Engineers Civil Works Property - Property purchased with direct congressional appropriation that is normally not located on DoD installations and is often located in remote areas.
 - c. Activities directed not to participate with DRMS property accounting system, e.g., the Defense Information System Agency/Software Management Support Department (DISA/SMSD) formerly called DARIC.
 - d. Real property – Land, buildings, structures, utilities systems, improvements and appurtenances thereto. Includes equipment attached to and made part of buildings and structures (such as heating systems) but not movable equipment (such as plant equipment).

B. PROPERTY ACCOUNTING SYSTEM

1. The system provides for complete visibility of usable property through all phases of property disposal. It establishes the audit trail at the time of receipt and maintains it until final disposition. The system also provides a suspense file for Military Assistance Program (MAP) property pending inspection.
2. The system accounts for usable property by National Stock Number (NSN) or Federal Supply Class (FSC) plus a locally assigned number/noun name, Disposal Turn-In Document (DTID) number, quantity and acquisition value. The automated system will not accept duplicate DTIDs on the same HP. The system accounts for scrap by Standard Waste and Classification List (SCL) Code and weight.
3. The system establishes and controls the accountable record for usable property by the Disposal Turn-in Document (DTID) number. The system uses the SCL Code, Site Code and Demilitarization (DEMIL) Code to establish the accountable record for scrap.
4. The system does not include a complete financial accounting system and does not make billing actions for reimbursable issue. However, it does maintain property disposal records in sufficient detail to support reimbursement. It does not record interest, storage or liquidation charges on sales actions, only the actual proceeds from sale.
5. Custodial responsibility passes to the Defense Reutilization and Marketing Offices (DRMOs) when material is off-loaded into the DRMO's receiving area. The DRMO accountable property officer (APO) assumes accountability when authorized personnel in the DRMO sign and date block 8 of DD Form 1348-1 or blocks 22 and 23 of the DD Form 1348-1A as receiving the material. Accountability must be determined within 5 working days after property is off-loaded at the DRMO. See chapter 2, this instruction.

DRMS-I 4160.14, Volume IV, Chapter 1

6. Monitoring the receiving process

- a. Make additional property accounting and documentation checks to ensure that property receipts are being recorded in the property accounting system. To accomplish these checks the Zone Managers (ZMs) will conduct sample surveys with the assistance of the generators. See attachment 1, this chapter for the survey guidance.
- b. The results of the surveys will be provided to the Corporate Assessment teams. If fraud is suspected, report the circumstances to DRMS-G. Unfavorable survey results will receive pro-active management attention until corrected. Adverse conditions will be treated as Directed Actions.
- c. Conduct this survey a minimum of once each fiscal year.

C. COMPUTER PROCESSING

1. Update the Corporate Asset File daily. Transactions to the accountable record are transmitted electronically. In order to ensure accurate updated records, timely input of transactions is required. A hard-copy listing of the inventory transactions will be provided to the DRMOs on a monthly basis. These listings are based on system cycle dates. DRMS will periodically publish a schedule of the system cycle dates. (See chapter 8, attachment 1, this instruction.)
2. DRMS activities have each been assigned a Routing Identifier Code (RIC) and a Department of Defense Activity Address Code (DoDAAC). Each DRMO's inventory records will be maintained separately within the system to permit input from all the DRMOs to be processed daily. A listing containing these codes is provided in supplement 2, this instruction.
3. The system automatically moves property through the disposal cycle based on approved time-frames for the accomplishment of each disposal phase.
4. The system will not automatically adjust records for a gain or loss without input of a transaction. DRMOs initiate all actions that affect the accountability of property in the system.
5. The system posts transactions to the accountable record based on DRMO input.
6. The system provides for management and accountable record data to be output in the form of reports, placards and listings. This output provides DRMS activities with the information required to maintain accountable records and manage the DRMO's inventory.
7. The system also provides for processing of MILSTRIP requisitions.

D. SPECIAL PROCESSING.

The system provides visibility of items requiring special processing, such as Abandoned Privately Owned Property, Metalworking Machinery (MM) formerly DIPEC property now managed by the Defense Supply Center Richmond (DSCR), and other property requiring special handling, from initial receipt to final disposition. See DRMS-I 4160.14, Volume II, for input screens.

E. CODES

1. The system operates on input from each DRMO containing coded data that affects the accountable record at the DRMO. The codes represent significant items of information in a concise form. Exercise care when making inputs to prevent or reduce errors to the accountable records.
2. If errors are made, the system has programmed error messages to advise the user when unacceptable code combinations are being used.
3. Supplement 1 contains an alphabetical listing of the types of codes used for system transactions. A brief summary of what they stand for and how they are used is also provided.

F. PROCEDURES AND WAIVERS.

1. Detailed operating procedures providing the step-by-step processing of accounting transactions are contained in the DRMS-I 4160.14, series of instructions. These instructions include the following: Volume I - Administration; Volume II - Warehousing; Volume III -RTD; Volume IV - Property Accounting; Volume V - Marketing; Volume VI - Cashier Functions; Volume VII - Demilitarization; and Volume VIII - Precious Metals.

2. The DRMO Chief may submit a request for a waiver when unusual conditions or circumstances develop at the DRMO that make it impossible or impractical to maintain compliance with the procedures. The request will state the following: 1) the specific provision in the procedures for which the deviation is requested; 2) sufficient detail for a comprehensive evaluation; 3) the time frame involved; and 4) justification and supporting documentation. **For procedures on submitting waivers see DRMS-I 4160.14, Volume I, Chapter 1, paragraph A3.**

G. Special processing requirements for DEMIL Codes for overseas activities no longer apply.